

U of N - DRIVER AGREEMENT & RESPONSIBILITIES

GENERAL INFORMATION: All drivers of campus vehicles must pass a driving test conducted by a designated University staff person. Approved drivers are then registered by the Transportation Manager (TM) in the online system. Those who want to serve our campus family in this way should download and fill out the form provided by the 'new driver info' link shown on the 'Users' page of the online system. The campus is usually in need of more drivers.

RESERVATIONS: Reserve your vehicle well in advance of your trip. We recommend you place your reservation as soon as your leader announces it, up to 3 weeks in advance. The reservation process is computer-based and is the responsibility of the driver. It can be done from any computer with internet access by a registered driver. When you finish entering the information for your reservation, the system will email you a trip slip. You need to immediately print it out as a reminder of the date and details of your reservation.

Keys and Gas card: If your trip leaves in the early morning or on weekends, get your keys the previous day. Take your trip slip to the TM to pick up the keys and get a gas card if necessary. Be familiar with the current weekday office hours and remember the office is closed on weekends. If you are given a gas card, you **MUST** fill the tank before returning to the campus.

Pre-trip duties: Before taking the vehicle, inspect it for any damage and describe the damage or any faulty equipment on the trip slip. Record the beginning mileage on the trip slip. Note the gas reading. If it is much below a quarter of a tank, you should have been given a gas card. Release the parking brake.

Seat belts: Passengers must wear seat belts, when installed. Remind your passengers that this is a State Law and a policy of the University.

Driving Reminders: As a campus driver you have an important responsibility to drive safely and courteously. You are an ambassador for the University and are being entrusted with the Lord's property. When driving a large van or bus, be especially careful when making right turns to avoid running over a curb. Damage caused in this way, if repairable, is very expensive. Drive only on developed roads built with asphalt or gravel. Do not drive on lava rock, sand or in areas designated for 4-wheel drive vehicles. Do not drive to the Mauna Kea volcano. Drive over speed bumps VERY slowly, nearly coming to a complete stop. Cell phones must not be used while driving. This is State law. Pull into a parking lot to make/receive your call. Observe the campus speed limit of 15 MPH. Do not use headphones while driving. University vehicles may only be used for trips approved by a school or campus leader. Personal use of vehicles is prohibited. The shuttle routes are intended to provide service to Walmart and Target only. During these trips, stops at restaurants and other businesses are not allowed. It is vital that you return the vehicle ON TIME AS PLANNED since other groups will be waiting to use it after you. Allow a 30-60 minute cushion in your schedule to insure you make it back on time.

Post-trip duties: Back SLOWLY into the space marked for your vehicle. Set the parking brake and close the windows. *Turn off all the lights including the interior light.* Turn off the A/C and radio. RECORD THE ENDING MILEAGE AND GAS READING on the trip slip. Record any mechanical problems or equipment failure on the trip slip. Clean the interior of the vehicle. This includes sand, trash and any spills. Put the completed trip slip and keys IMMEDIATELY into the mail slot outside the transportation office.

Accidents & tickets: There is a packet that includes accident procedures located above the visor or in the glove compartment. ANY ACCIDENT THAT INVOLVES INJURY OR PROPERTY DAMAGE MUST BE REPORTED TO THE POLICE BY CALLING 911. All accidents must also be recorded on our insurance form found in the packet described above. When completed this form goes to the Transportation Office. Also notify the TM at 808-326-4460. If there no answer at that number, call 326-4121. All tickets issued by the police are the financial responsibility of the driver and will not be paid by the University. Negligent driving or violations of these instructions may result in suspension of your driving privileges.

Other Information: If your group will include a child under age 4, you will need to reserve a car seat by sending an email request to the TM at transportation@uofnkona.edu at least one day in advance. Children age 5 - 8 must be in a booster seat. Multiple day usage is possible subject to vehicle availability. Plan ahead and email the TM with any questions you have about overnight trips. There is a limit of two large vans per trip. A third smaller vehicle may be included when available. If you need more vehicles you may need to contact a local rental agency. The TM has information on the prevailing rates charged by these agencies.